
Rules of
**Department of Economic
Development**

**Division 30—Missouri Board for Architects,
Professional Engineers and Professional Land Surveyors
Chapter 15—Public Records**

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**Title 4—DEPARTMENT OF
ECONOMIC DEVELOPMENT
Division 30—Missouri Board for
Architects, Professional Engineers and
Professional Land Surveyors
Chapter 15—Public Records**

4 CSR30-15.010 Public Records

PURPOSE: This rule establishes standards for compliance with Chapter 610, RSMo, as it relates to public records of the Missouri Board for Architects, Professional Engineers and Land Surveyors.

(1) All public records of the Missouri Board for Architects, Professional Engineers and Land Surveyors, except those records closed pursuant to section 610.021, RSMo, shall be open for inspection and copying by any member of the general public during normal business hours. All public meetings and records of the Missouri Board for Architects, Professional Engineers and Land Surveyors not closed pursuant to the provisions of section 610.021, RSMo will be open to any member of the public.

(2) The Missouri Board for Architects, Professional Engineers and Land Surveyors establishes the executive director of the board as the custodian of its records as required by section 610.023, RSMo. The executive director is responsible for maintaining the board's records and responding to requests for access to public records.

(3) When the individual inspecting the records requests copies, the board will collect the appropriate fee for costs of inspecting and copying the records, as outlined in the board's fee rule, 4 CSR 30-6.015. The board may require payment of the fee prior to making the records available.

(4) When the custodian believes that requested access is not required under the provisions of Chapter 610, RSMo, the custodian shall consult with the Office of the Attorney General before determining whether to deny access to the records. If contact with the Office of the Attorney General is impossible or not practicable, the custodian may decide whether to deny access. However, in the event, the custodian shall consult with the Office of the Attorney General concerning the decision within five (5) working days of the decision. When access to records is denied, the custodian shall also inform the individual requesting the records that s/he may appeal directly to the Missouri Board for Architects, Professional Engineers and Land

Surveyors for access to the records requested. The appeal and all information pertaining to it shall be placed on the meeting agenda of the Missouri Board for Architects, Professional Engineers and Land Surveyors at its next regularly scheduled meeting. If the board decides to reverse the decision of the custodian, it shall direct the custodian to so advise the person requesting the information and supply access to it during regular business hours at the convenience of the requesting party.

(5) The custodian shall maintain a file of copies of all written requests for access to records and responses to the requests. The requests shall be maintained on file with the board for one (1) year and will be maintained as a public record of the board open for inspection by any member of the general public during regular business hours.

AUTHORITY: section 327.041, RSMo Supp. 1988. Original rule filed Nov. 21, 1988, effective Feb. 11, 1989.*

** Original authority: 327.041, RSMo 1969, amended 1981, 1986, 1989, 1993, 1995, 1999.*